

Message Text

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43

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SUBJECT: EWTC FY75 FISCAL PLAN

BEWT FOR THOMPSON

REF: STATE 021783

1. EWTC SPENT OR OBLIGATED \$7,762.56 FROM BUDGET FUNDS ALLOCATED FOR TRAVEL FROM JULY 1-DECEMBER 31, 1974, AS DETAILED BELOW.
2. DIRECTOR S. DOUGLAS MARTIN TRAVEL EXPENSES TOTALED \$1,134.66 FOR 4 INTERNATIONAL AND 2 IN-COUNTRY TRIPS COMPLETED, AND ONE EXPENDITURE OF \$78.30 FOR PER DIEM AUGUST 5-7, 1974, IN WASHINGTON D.C., ENROUTE TO TRADE CENTER DIRECTORS CONFERENCE. IN ADDITION, \$1,100 HAS BEEN OBLIGATED FOR VIENNA-MOSCOW-LENINGRAD-HELSINKI-VIENNA TRIP WHICH WAS POSTPONED AT USDOC REQUEST (STATE 257236). ALL TRIPS WERE REPORTED IN MONTHLY PROGRESS REPORT.
3. DEPUTY DIRECTOR HENNING VONTILLIUS TRAVEL EXPENSES TOTALED \$1,185.64 FOR 2 TRIPS COMPLETED VIENNA-PLOVDID-VIENNA IN CONNECTION PLOVDID FAIR. USDOC WILL RECALL THAT INITIATIVE FOR SUPPORT OF EMB SOFIA DESIRE FOR U.S. PARTICIPATION IN 1974 PLOVDIV FAIR CAME FROM EWTC AND WAS LATER TAKEN UP BY BEWT. EWTC DECIDED AT THAT TIME TO CHARGE THESE TRIPS TO EWTC BUDGET AS PART OF EWTC SUPPORT FOR PLOVDIV FAIR. BEWT WAS OF COURSE KEPT FULLY INFORMED AND THESE TRIPS WERE REPORTED IN MONTHLY PROGRESS REPORT. VONTILLIUS UNCLASSIFIED

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TRAVEL IN CONNECTION WITH 1975 PLOVDIV AND OTHER FAIRS PRESUMABLY

WILL BE CHARGED TO INDIVIDUAL FAIR BUDGETS.

4. MARKET RESEARCH OFFICER JOSEPH A. WHELAN TRAVEL EXPENSES TOTALED \$677.55 FOR 4 TRIPS COMPLETED. TWO WERE REPORTED IN MONTHLY PROGRESS REPORT AND FOURTH TRIP FOR \$349.70 TO GENEVA WAS OBLIGATED NOVEMBER 20, 1974, BUT TAKEN JANUARY 2-3, 1975, AND WILL BE REPORTED IN JANUARY MONTHLY PROGRESS REPORT. ONE 1-DAY TRIP, OCTOBER 10, 1974, TO BRATISLAVA (24.71 INCLUDED IN TOTAL OF \$657.55) WAS INADVERTENTLY NOT REPORTED IN MONTHLY PROGRESS REPORT. IN ADDITION \$1,100 HAS BEEN OBLIGATED FOR VIENNA-MOSCOW-LENINGRAD-HEL SINKI-VIENNA TRIP WHICH WAS POSTPONED AT USDOC REQUEST (STATE 25 7236).

5. PARIS REGIONAL FINANCE CENTER ADMINISTRATIVE ASSISTANT MAURICE BARANES PER DIEM EXPENSES TOTALED \$1,849.91 DURING TDY VIENNA TO REPLACE EWTC FISCAL ASSISTANT WHO HAD RESIGNED. EWTC PAYMENT FOR THESE TRAVEL EXPENDITURES WERE APPROVED BY TELEPHONE BY USDOC/ BEWT/MATHES (SEE VIENNA 6218 AND 6339). THIS EXPENDITURE SHOULD BE CONSIDERED IN RELATION TO EXPENDITURES FOR SALARIES AND ALLOWANCES. CHRISTA KIENZER, EWTC SECRETARY/FISCAL ASSISTANT, RESIGNED JUNE 15, 1974, AND SUITABLE REPLACEMENT COULD NOT BE FOUND UNTIL SEPTEMBER 15, 1974. ESTIMATED SALARY EXPENSES NOT PAID DURING THIS TIME \$2,200. IN MEANTIME EWTC URGENTLY REQUIRED FISCAL HELP IN PREPARING END FY ADD OTHER FINANCIAL REPORTS REQUIRED BY USDOC. DIFFERENCE BETWEEN UNPAID SALARY FOR KIENZER-POSITION (\$2,200) AND PAYMENT BARANES PER DIEM (\$1,849.91) IS \$350.09.

6. ALSO INCLUDED IN THE TOTAL IS \$311.30 PAID OUT FOR STREETCAR TICKETS AND TAXI FARES FOR OFFICIAL TRAVEL WITHIN VIENNA.

7. EWTC SPENT \$1,332.83 FOR TRANSPORTATION OF THINGS COVERING POUCH CHARGES FOR SPECIAL POUCHES TO WASHINGTON AND USSR AND EE POSTS AND \$30.78 FOR SHIPPING AND POSTAGE PAID FROM EWTC OPERATING CASH FUND. LARGEST SINGLE ITEM THIS CATEGORY IS POUCH CHARGE FOR MONTHLY TRANSPORT OF EAST-WEST TRADEINFORMATION BULLETIN TO WASHINGTON FOR MAILING TO SUBSCRIBERS IN UNITED STATES.

8. COMMENT. AS OF POSSIBLE ASSISTANCE IN BEWT PLANNING WE NOTE FROM ABOVE DETAILED REPORT THAT 6 MARTIN AND 4 WHELAN INSTANCES OF TRAVEL PLUS PER DIEM COST LESS THAN 2 VONTILLIUS TRAVEL PLUS UNCLASSIFIED

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PER DIEM EXPENSE. THIS POINTS UP FACT THAT PER DIEM ASPECT OF TRAVEL IN EUROPE AT PRESENT TIME WEIGHTS FAR MORE HEAVILY THAN IN PAST. IMPACT OF THIS ON PLANNING TRAVEL AND ORGANIZATION OF EWTC PROGRAM SHOULD BE CAREFULLY CONSIDERED. HUMES

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